



Blackmans Bay Childrens Services

2017  
Annual Report



## Our Philosophy

*Blackmans Bay Childrens Services aim to provide high quality education and care for all children.*

We believe in inclusive and interactive community partnerships, where respect and a supportive learning environment embraces the nature of the child. Through our educators knowledge of child development our approach is play-based and full of opportunities for growth. With growth, comes the development of resilience, responsibility, friendships, a sense of social conscience and self-worth.

Our indoor/outdoor spaces will promote and challenge children's curiosity, support sustainable practices and respect for our natural environment through an ongoing process of learning together. Children are given opportunities to grow and develop through messy play, exploration and discovery where the voices of children, educators and families are valued and listened to.

Our philosophy is seen as a living document, continually evolving in the light of new research, the ideas of team members and input from families

A photograph of children playing in a tent outdoors. The tent is made of a light-colored fabric and is pitched between two trees. A child in a red shirt is visible inside the tent, and another child in a black shirt and a striped hat is standing outside. The ground is covered with dry leaves and twigs. In the background, there is a wooden fence and a white car parked on a street.

# Blackmans Bay Childrens Services

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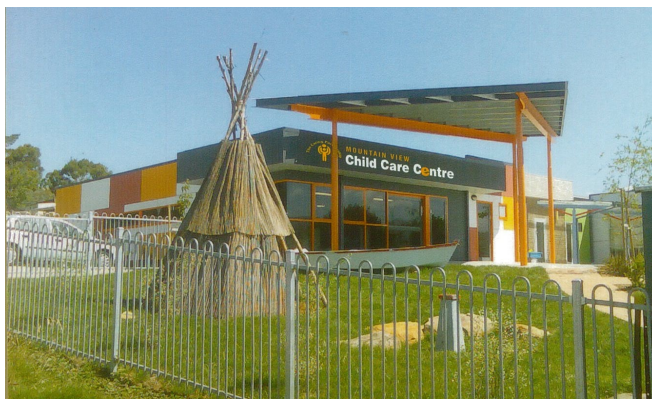
## About Blackmans Bay Childrens Services

Blackmans Bay Childrens Services Incorporated is a community based organisation, established in 1980, providing quality child care services for children birth to 13 years of age. The organisation's legal entity is a voluntary Board of Directors. The Board of Directors determine the strategic direction for the organisation and engage a Chief Executive Officer to oversee the day to day management and operations.

# A Brief History

- 1980 Blackmans Bay Child Care Centre was established as an occasional child care centre for 20 children between 2 and 5 years of age.
- 1985 - 1990 The Centre altered to a long day care model and increased the number of places to 30 to cater for children from 1 year to 5 years of age.  
Out of school hours care programs were then established on the adjacent Blackmans Bay Primary School site.
- 1996 Became a sponsor and operator of the Kingston Outside School Hours Care Program located on the Kingston Primary School site.
- 1998 Purchased the Blackmans Bay School Kindergarten building and land from the Department of Education. This building was then renovated to cater for 73 children from birth to 5 years of age.  
Name of the Centre was changed to Blackmans Bay Childrens Services Incorporated.
- 2000 Outside School Hours Care Program was established on the Illawarra Primary School site.
- 2003 Assumed sponsorship of the St Aloysius Outside School Hours Care Program.
- 2004 Successfully tendered to the Department of Education for the lease, management and operation of the Mountain View Child Care Centre located on the Kingston Primary School site.
- 2005 Board adopted governance as the methodology to follow to fulfil the roles, functions, duties and obligations as the legal entity of the organisation.
- 2006 Funded an extension to Mountain View Child care Centre providing 90 licensed places.
- 2008 Established Before School Care at Illawarra Primary School.
- 2009 Extended the capacity of St Aloysius Outside School Hours Care to 90 places.
- 2012 Funded an Extension to Ocean View Child Care Centre.
- 2013 Founding Director and CEO, Susan Nolan retired.
- 2016 Constitution amendments to enhance engagement with members.
- 2016 Tender for OSHC Services at New Town Primary School successful with program to commence in first term 2017.
- 2017 Purchased a dedicated Administration building to free up space at Ocean View.
- 2017 Blackmans Bay Childrens Services took on the Approved Provider and support role for Kingborough Family Day Care from the Kingborough Council.

# Blackmans Bay Childrens Services Sites



## Mountain View Child Care Centre

**Church Street, Kingston**

Located in the grounds of Kingston Primary School and is leased directly from the Department of Education. The Centre is licensed for 92 places for children aged birth to 5 years of age.



## Ocean View Child Care Centre

**177b Roslyn Avenue, Blackmans Bay**

Operates from a purpose built venue in the grounds of Blackmans Bay Primary School . The service is licensed for 77 places for children aged birth to 5 years of age.



## Kingborough Family Day Care

**1 Diamond Drive, Blackmans Bay**

Kingborough Family Day Care provides quality childcare in the homes of registered family day care educators supported by a coordination unit. They provide nurturing care in a secure and enriching home environment for babies and children up to 12 years of age.



## Administration Centre

**1 Diamond Drive, Blackmans Bay**

Originally operated from Ocean View and has now relocated to this newly purchased property in October 2017. The Centre houses the Leadership Group (excluding LDC Directors) and the Administration team who can be contacted on 6229 4914.



## Kingston Outside School Hours Care

Church Street, Kingston

Operates from two buildings in the grounds of Kingston Primary School. One building is leased from the Education Department and the other building was purchased by Blackmans Bay Childrens services in 2003. Before School Care, After School Care and Vacation Care is provided at this location for up to 90 children aged between 5 and 12 years.



## St Aloysius Outside School Hours Care

Roslyn Avenue, Kingston Beach

Operates from two dedicated rooms at St Aloysius Primary School, Kingston Beach campus, providing Before School Care, After School Care and Vacation Care for up to 90 children aged 4 to 12 years of age.



## Illawarra Outside School Hours Care

Tinderbox Road, Blackmans Bay

Operates from a dedicated room at Illawarra Primary School and provides Before School Care and After School Care for up to 60 children aged 4 to 12 years of age.



## New Town Outside School Hours Care

36 Forster Street, New Town

Commenced Before School Care, After School Care and Vacation Care from February 2017 from a building at New Town Primary School.



## Blackmans Bay Outside School Hours Care

177 Roslyn Avenue, Blackmans Bay

Operates from a building in the grounds of Blackmans Bay Primary School. Before School Care, After School Care and Vacation Care is provided at this location for up to 70 children aged between 4 and 12 years.

# Our Vision and Strategic Goals



Blackmans Bay Childrens Services

## Vision

Blackmans Bay Children's Services will be a dynamic, diverse organisation dedicated to the provision of services that are valued and respected for their quality and leadership.

## Mission

Blackmans Bay Children's Services is a progressive organisation providing innovative, responsive services for children that meet their needs, the needs of their families and the community. Committed to best practice.

## Values

Blackmans Bay Children's Services upholds the following qualities in the process of achieving the mission and vision of the organisation:

- ◆ Quality
- ◆ Equality
- ◆ Ethical
- ◆ Empathy
- ◆ Respect
- ◆ Citizenship
- ◆ Responsibility
- ◆ Commitment

## Strategic Goals 2016—2018

### People and culture

Support and resources will be allocated to promote and maintain a positive working climate, provide administrative and HR support and to encourage professional development for all staff.

### Financial Management

Plans and processes will be developed for the prudent financial operation of the organisation while also investigating capital expenditure and management options to secure the long term future.

### Business Development, Marketing and Expansion

The organisation will be positioned and promoted as a market leader in contemporary early childhood education and care and as a desirable partner for alliances and joint ventures.

### Governance and Leadership

The Board will govern while management leads the organisation—a partnership in governance and leadership in a contemporary not-for-profit organisation.

### Service Delivery

BBCS will become leaders in delivering high quality services to children and families, implementing strategies for more effective communication between all stakeholders.

### ICT Infrastructure and Resources

The organisation will have an integrated and robust ICT platform and appropriate hardware and software and access to appropriate support, resources and tools to undertake their work.





## Board Members - 2016/2017



**Jeanette Loosmore**

**Chair**

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**Charles Courtney**

**Vice-Chair**

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**Belinda Bresnehan**

**Treasurer**

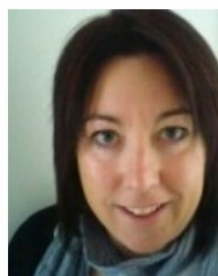
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# Board Chair Report

I am proud to present my third annual report on behalf of the Board of Blackmans Bay Childrens Services Inc. (BBCS) as Chair of the Board of Management. I invite you to read about the work of the organisation in this Annual Report and to contribute to the ongoing conversation and feedback regarding the services we provide for the community.

This year has been an outstanding year of successes for our organisation, expanding to include new services at New Town for Outside Hours School Care and providing further care options for families by adding Kingborough Family Day Care to our services. The organisation had outgrown its administration workspaces and after an extensive search, the premises at 1 Diamond Drive Blackmans Bay were purchased as a new home for Kingborough Family Day Care and as administration and training facilities. The information technology platform Xplor was implemented over the course of 2017, giving our families and our services a modern communication tool for bookings, signing in/out, communicating about children's daily activities and for billing. The Board thanks families and staff for persisting with the new technology during the process of introducing Xplor in 2017.

The Board has focussed on keeping our services affordable for families and we are proud to have some of the lowest fees for services in our region, while delivering high quality programs. Strong financial returns in 2017 have been a testament to quality financial planning and budgeting.

At the centre of all the Board's work is the goal of helping the organisation to grow wonderful young and older children and assisting them and their families to develop healthily, with an emphasis on learning through play. The Board has been excited about the opportunities for 'messy play' and outdoor experiences that were offered to children in 2017 through activities on our sites and excursions and fully supports this philosophy.

The strategic plan 2016-2018 guides our organisation's path. It is an ambitious plan and the majority of the plan has already been achieved by year end 2017, the Board looks forward to working with the CEO and Senior Management Team in 2018 to complete the remaining items and to develop a new strategic plan taking us towards 2020 and what will be our fortieth year of serving the community.

The Constitution of BBCS was updated by the Annual General Meeting (AGM) with formalising Vision membership and making some procedural amendments.

The Board worked to ensure that expansions in services in 2017 were thoroughly tested for due diligence, both from a business and educational perspective as well as considering the needs of children, staff and parents. I thank all volunteer Board members who have generously given many hours of their time to our organisation, particularly those who served on multiple Board committees.

Thank you also to the Vision members, staff and others who contributed to the extensive Board committee work in 2017 enabling the organisation to grow. Your expertise was much appreciated.

Professional learning in governance continues to be a priority for the Board. We have taken advantage of several webinars to extend our knowledge cost effectively. Two Board members attended at the Better Boards Conference in winter 2017 and upon their return the sub-committee structures were streamlined. The Board, Vision members and senior staff attended an in-house focus day session in discussing risk and learning about behaviours in relation to managing risk.

During 2017 the BBCS thanked and farewelled Board members Brooke Strong, Darren Clark, Paul Reid and Jonathon Mathys and recruited two new Board members - current BBCS users Jo Clifford and Zoe Tracey. The new Board members bring to the Board a range of skills including expertise in systems design and human resources.

Thank you to all the staff of BBCS for continuing to focus on quality in our operations, for their perseverance with significant change in 2017 and for their commitment to continuous improvement in both education and care, governance and business management.

The CEO and the Senior Management Team are applauded for their leadership, dedication, professionalism, creativity and drive.

- Jeanette Loosmore, Board Chair



# CEO Annual Report

Blackmans Bay Childrens Services continues to grow from strength to strength. On reflecting on the growth of the organisation over 2017, the saying by often quoted American Football Player and Coach, Vince Lombardi comes to mind: *“The achievements of an organisation are the results of the combined effort of each individual”*. In the case of BBCS, several seamless transitions occurred during 2017 that are testament to the efforts of many individuals, all playing their individual part.

The year began with two major projects; the establishment of a new OSHC service at New Town Primary School and the implementation of Xplor software. The first project could be described as largely seamless, whilst the second experienced challenges.

It has been a pleasure to work with the Principal, Business Manager and staff at New Town Primary School in the establishment of this service in an area outside BBCS’s traditional Kingborough area. Key to this success has been open communication with the school and parent community and a commitment to ensuring that the service meets the needs of the community.

The implementation of Xplor software was met with mixed response. Early adopters found the software to be extremely user friendly to communicate with educators and Directors and valued the immediate communication of being able to receive photos and videos of their child in care. Families that experienced difficulties with connecting to the software and signing in and out understandably became frustrated until those issues were resolved. We worked hard with the software developers to ensure that all issues were resolved – one by one. Our IT skills have certainly increased markedly while assisting families to make the best use of this software.

The implementation of this technology was not entered into lightly. When the decision to move to Xplor was made, it was anticipated that the new CCS system being implemented in July 2018 would include a government requirement for families to sign their children in and out digitally. The decision was confirmed when the changes were announced later in 2017 that this would indeed be required in the new system. The anticipation of the changes has meant that our services are “one step ahead” of other services that are yet to make this change.

Another transition that occurred during 2017 was the relocation of the Administration functions of BBCS to newly acquired premises at 1 Diamond Drive, Blackmans Bay. It had been recognised for some time that the ability of the organisation to grow was somewhat limited by the need to increase administrative and service support functions – these were largely limited by availability of office space. The Board are to be commended for their willingness to recognise the benefits that purchasing appropriate office space would bring to the organisation. The move of the administrative office from Ocean View Child Care Centre to Diamond Drive was met with a tinge of sadness that we would no longer have the daily special cuddle as children walked past the office up the hallway. However, we believe that the functionality and productivity of the administrative team has increased immensely. Besides, we can always go for a little excursion to visit the children and the children have been known to have an excursion to the offices too!

The other major transition was that of welcoming Kingborough Family Day Care into our organisation. Whilst the official transfer date was 6<sup>th</sup> November, a considerable amount of planning and groundwork was undertaken to ensure that all the staff and educators at the service were supported in continuing to provide the best possible family day care service to the community. Throughout the process, the focus was ensuring that the service continued to provide a pivotal role in the community for families and children.

Other milestones of which we can be proud include:

- Scott Norris and Lynne Rayner presenting our Play Journey at a National Conference in Melbourne
- Multiple professional development opportunities for Board, Staff and Vision members
- Amending the constitution to formally include Vision membership
- Partnering with Discovery Early Learning Centres to provide regular Bush Block experiences for children from Mountain View and Ocean View
- Commencement of a formal leadership development and innovation group
- Conducting a competitive tender process for financial Audit services
- Commencing a project to focus on our brand and consider the organisation's needs moving forward

Throughout all of these achievements, we continue to keep our focus on developing strong relationships with children and families as we strive to provide quality services in our community.

The external environment in which BBCS operates continues to change. The possibility of the school starting age being lowered loomed as a threat to both the wellbeing of the children and also to the ongoing financial viability of our services. While the government decided not to pursue this change, we need to carefully manage the strong financial reserves we have built to be confident in responding to future changes.

The change from Child Care Benefit (CCB) and Child Care Rebate (CCR) to Child Care Subsidy (CCS) from 2<sup>nd</sup> July brings with it a cessation of funding provided directly to services (with the closure of the current Community Support Funding) and uncertainty in utilisation patterns moving forward.

Coupled with this is the move by the Department of Education to consider a tender process for the provision of OSHC services on school sites, adding to uncertainty.

These are all factors that are impacting on the child care sector as a whole and are solid reasons to prudently manage our reserves to ensure the ongoing financial viability of the organisation.

As is evident above, it has been a tremendous year for BBCS and the Board have been instrumental in providing leadership and solid governance processes for the organisation. Board members volunteer their time and expertise to BBCS and consistently demonstrate their commitment to the organisation. Without this commitment and focus on our core mission, we could not have achieved all that we have.

Referring back to the quote in the opening paragraph – we could not have achieved any of this without the combined effort of each individual. Throughout the year, everyone has played their part in contributing to the success of BBCS. Whilst some may work in one area of the organisation, their contribution is no less valuable than any other person. Every contribution is sincerely valued. Thank you for your continued effort and contribution.

- Lynne Moran, CEO



*“The achievements of an organisation are the results of the combined effort of each individual”.* — Vince Lombardi



# Mountain View Child Care Centre



At Mountain View the four main focus areas for 2017 were learning through play, creating rich learning environments both indoors and outdoors and becoming more culturally competent and sustainability.

The importance of play has again been a major influence on our practices in 2017. In March 2017 three of our educators along with 8 other educators from across our service attended the second Malarkey play conference in Melbourne.

Two of our Blackmans Bay Childrens Services educators presented at this conference highlighting our “Play Journey” and how we promote play in our services. It was a very proud moment to see our service leading the way in how to support children’s play and encourage children’s interactions with their natural environment. At Mountain View children are supported to:

- take risks in a controlled environment including climbing trees, rope and tyre swings and play barefoot in the playground
- use loose parts areas to practice problem solving and planning skills, negotiation and sharing skills, communication and listening skills and mathematical skills such as counting, identifying shapes and colours, spatial awareness and creating patterns
- dig in the dirt
- play in the mud
- get dirty
- build cubby houses
- hide in the bushes
- role play
- be creative
- explore
- lead their own play experiences and
- develop and follow their own interests

All rooms have created learning spaces in which children feel safe and secure and allow for challenge, investigation and to follow their own interests. We have extended our learning spaces to include excursions to:

- the bush and the library on a weekly basis
- trips to the beach
- excursions to the Great Escape and local parks and gardens



Sustainability was the fourth focus area for 2017. Not only did we learn to reduce, reuse and recycle, we also learnt about how to interact with the world around us.

- We planted vegetables in our gardens and used our fresh fruit and vegetables in our morning and afternoon tea menus
- We used our worm farm to fertilise our garden beds
- We investigated the important role bees have in collecting pollen to make our plants grow and how they make honey
- We investigated snails, worms and other insects in our garden
- We Introduced book swapping to recycle our books and encourage children and families to read.
- The introduction of Xplor has enabled us to use technology to record children's learning and communicate with families reducing the amount of paper we use

We hope that you enjoyed 2017 as much as we did and we are excited and looking forward to what 2018 will bring.

- Lindy Davis, Mountain View Director

# Ocean View Child Care Centre



During 2017 we saw the office relocation to Diamond Drive, leaving Ocean View Childcare site where they had been located for the past 35 years. We were fortunate to have been able to transition well with the move, although missing the friendly faces of the office staff it has been relatively smooth sailing.

With Blackmans Bay Childrens Services continuing the pathway of “Play” through all areas of their development the educators have been provided with support and training to continue to allow children to explore our environment in many ways. The focus on children learning through “Play” is part of our service philosophy and will remain this way in the coming years. Children being able to explore more of the outdoor environment with ease, support and excitement is our primary aim.

Forming a strong bond with Discovery Early Childhood Centre has enabled the educators to participate in a Bush Camp at Lenah Valley. Weekly the 3-5 year old children set off on the centre bus and are able to have endless opportunities to explore, investigate and engage in the natural environment. Through this experience children are able to learn, develop skills and gain a deeper understanding of the outdoor environment. Weather is no deterrent.

All age groups are very fortunate to have the local beach so very close and many excursions on foot have occurred throughout the year. The children have been able to enjoy the beach, rock pools, climbing the cliff face to see how far they can go and creating wonderful spaces within the beach area. Our focus being more on the benefits children are able to achieve by taking risks by providing these opportunities.

We were successful in receiving a \$20,000 Department of Education grant to erect a roof outside the Raindrop Room, shade sails in the Rainbow Room and the main outdoor area. This allows children to spend more outdoor time within the UV allowable times.

The educators continue to work extremely hard to provide opportunities to all children and their families to become involved in local community projects.

Thank you to Helen Henderson who has volunteered her time weekly to run a gardening program. Every room is involved in the planting, caring and watering of the gardens and the end product is used for their afternoon tea. Lots of lovely recipes coming forward.

We also celebrated Hinamatsuri, which is a special Japanese day, also called Dolls Day. This festival originated in the Heian Period when dolls were used to take troubles or away from families. Children used recycled materials to make their own Hina dolls.





### Highlights of the year:

- We strive to continue to support the local Lions Club and their amazing work they do for the community. We support the annual Art Celebration BBQ and provide the meat and drinks as a donation to the Childhood Cancer Research Program. This year a total of \$280 was raised towards this very worthwhile and close to our heart cause.
- Children have been exposed to many musical performances from other countries throughout the year.
- Tea towel fundraising
- Bunnings – excursions to participate in art and woodwork workshops
- Hawthorn Village – morning tea with the residents
- Guide Dogs – monthly donation
- Sponsor child – monthly donations
- Bravehearts “Keep children safe” program with Ditto visiting the service and educating the 3 to 5 year olds on strategies for “staying Safe”
- Bravehearts – White Balloon Day symbolising support for making Australia Safer place for children
- Pyjama day raising funds for Camp Quality
- Annual giving tree – gifts for the Men's Shelter and Jirah House.
- RSPCA Christmas gift donations

We are very proud to have a diverse range of cultures within our service and love to celebrate these with families. A huge thank you to Disha Bosmia, who was able to guide and initiate a week of celebrations for “Diwali”. Disha organised a week full of wonderful days. These included Disha and friends dancing for the children across all age groups, daily activities of art experiences, cooking and henna painting.

In conclusion I wish to thank the educators who have taken on the concept of “Play” so well at Ocean View. The extra time, effort and resources you put forward daily are much appreciated. Seeing the children out jumping in puddles, playing in the mud kitchen, gardening, exploring the world around them is such a pleasing sight. I continue to receive beautiful comments from families of the experiences children are offered at Ocean View.

- Shirley Kelly, OV Director





# Kingborough Family Day Care

2017 was a year of great change for Kingborough Family Day Care. BBCS began discussions with Kingborough Council in April with the view of taking on the Approved Provider and support role for the service. The process was consultative and met with positivity from staff, Educators and stakeholders. In May our Co-ordinator, Janelle Brennan finished with the service after just over ten years leading the team. Staff and Educators got together for a dinner to wish her well in her new career path.

Staff worked tirelessly to ensure a smooth transition to BBCS in November, ensuring that Educators were supported fully through the change and the coordination unit was up to date on relevant paperwork and procedures. Just before Christmas the coordination unit made the physical move to 1 Diamond Drive; after 18 years at their current premises this was no small task. This move was made so easy by the amount of volunteers. Staff had culled many resources but we still seemed to have a lot of 'stuff'. I think everyone was quite surprised to find how well we ended up fitting into our new workspace.

Kingborough Family Day Care values the local community and area, we try to be involved with many of the local community events. Love Living Locally is an event we have been involved with since its inception. We provide a space for children of all ages to involve themselves in a sustainably minded activity, this year we provided homemade mouldable sand.

Educators are supported to continue to enhance their personal development and training. Opportunities offered in Tasmania and further afield are highlighted to Educators and staff, with in-house training offered at scheme meetings and throughout the year. A number of Educators attended the Family Day Care Australia forum early in the year. Personal development and training is also targeted with individuals as a part of Educators regular field visits.

Moving into 2018, staff are excited to embrace working with BBCS. I think Socrates sums up our positive progress with "The secret of change is to focus all of your energy, not on fighting the old, but building the new".

## Kingborough Family Day Care Playgroup highlights of 2017:

- Loose parts play and utilising our beautiful garden became the focus of children's interest in 2017. It was exciting to watch children discover new play spots and games within a larger group. The garden became an extension of the indoor play environment and toys ventured out, children solved many problems when trying to make their train track pass through the dry river bed.
- Harmony Day was celebrated in March, with something everyone always loves....food. We had lots of countries represented within our Educator group and children who attended playgroup.
- Children began to take on more responsibility in caring for the playgroup environment, we found if we left a dustpan and broom within reach children took the chance to use it. More so they were very thorough and careful in their cleaning up. Serious play.
- Through the winter months some focus on some indoor pastimes with tool play becoming a highlight of many children's time at playgroup. It was interesting to watch their skills and confidence using real tools develop.
- Science Week is always a time that captures children and Educators attention. Children were so patient when conducting their experiments and showed great insight at their predictions of what was happening or might happen and why.
- Many outings were conducted with playgroup, but a favourite was the rock discovery beach trip. Children tested their physical skills at negotiating climbing the rocks and looking for rock pools. Older children would stop to help the younger ones follow in their footsteps, giving instructions on which might be the best way to get up a tricky spot.
- Sensory experiments using a mortar and pestle with herbs and flowers initiated lots of discussion and excitement among the children.
- National Superhero's Week is something Playgroup celebrates yearly. Raising awareness and money for Muscular Dystrophy is a community service that children thoroughly enjoy participating in. Who wouldn't want to dress as your favourite superhero and have super powers for the day!
- Coordination unit staff and Educators and children regularly visited Manor Gardens Club in 2017. This is a wonderful opportunity for intergenerational contact and interactions. The children get opportunities for singing, dancing, chatting, playing in the garden, having a cuddle, feeding the chooks and taking time to show the elderly how a toy works or how to draw on the paper. I had the chance to visit a couple of times with the children during the year and it was really heart-warming to watch just how much enjoyment all the parties involved got out of these events.

- Fi Morley, FDC Director



# Outside School Hours Care



2017 started out with a bang as we commenced operation of a new OSHC service at New Town Primary School. We welcomed Kate as BBCS' inaugural NTOSHC coordinator. Kate did a great job of building the service from a start up to a high quality program with up to 40 children attending care daily. Sadly, we farewelled Kate in November as she returned home to Qld. However, we did welcome Ali back to BBCS after some years away from the organisation as she toured on cruise ships through the Caribbean. Ali has slotted in very well to the role of NTOSHC coordinator and has continued to grow the service.

We also welcomed two new coordinators into the BBCS family. Ina had been travelling the world but fell in love with Tasmania and we were lucky enough to grab her for the role of BBOSHC coordinator. During 2017, Ina guided her team through the assessment and rating period where BBOSHC received a rating of exceeding the National Quality Standard. A great achievement! Unfortunately for us, the travel bug was still there, and Ina left Tasmania to discover more of the world. McKeag began working at BBCS in Term 2 2017 as coordinator of SAOSHC. Her "worldly" experience and her enthusiastic attitude captured our attention – please ask her about sticky beaks or to say "kookaburra" – and we thought she would be a great fit for the role of coordinator. SAOSHC has benefited greatly from McKeag's kind and caring nature as is demonstrated by the number of children enjoying their time at SAOSHC.

Our other services have also been hard at it in 2017. The space at Illawarra OSHC changed in 2017, and Linda and her team have really embraced the challenge to provide a high quality service in a smaller space. We believe this was a successful transition judging by the happy children in care and the level of satisfaction shown by families. Kingston OSHC has welcomed the concept and many benefits of play into their service, allowing children to play outside in wet weather, in muddy puddles and with loose parts including big tyres and wood planks. There have also been instances where experiences with fire have been used within the program (supervised that is, for all parents who just took a deep breath!).

I'd also like to take this opportunity to thank all of the educators that have played a role in making OSHC the service it is today. Without these individuals who bring their enthusiasm, skills and knowledge day in and day out, we would not be able to provide a stimulating, yet caring, environment for your children in care.

During 2017, BBCS sent 11 educators over to the National Play and Playwork conference held in Melbourne. Of these 11, 3 were OSHC educators who took many wonderful ideas and concepts about the world of play and how this could be implemented into our OSHC services. This has motivated educators to think about their own practices, evoked many passionate conversations about risk and the benefits of play and provided experiences that may not “fit in the box”. BBCS very own Professional Development and Educational Mentor and myself were lucky enough to present our journey so far to the audience in attendance. Through this, we realised that we are headed on the right track in terms of play and its benefits, including reinforcing the many aspects of learning and development that children gain through play.

2017 also saw BBCS run its second Vacation Care Camp. We upped the ante this year by increasing the camp from one night to two, and changed to a location further away – Woodfield. Woodfield provided a scenic destination, a wonderful walk to a waterfall, a water slide, a flying fox, a ropes course and an impromptu all in (including educators) water fight on an otherwise scorching day. It was a great three days that was enjoyed by all!

2017 has seen children have the opportunity to ride scooters and skateboards, climb trees, venture to the beach, do woodwork, dress up, cook, make some special art and craft, have paper aeroplane competitions, chat, build cubbies, use tongs, play cricket and soccer, learn science and do some kayaking. But most of all, be involved in an environment where they can have FUN!

2018 looks set to be a promising year after the solid foundation laid in 2017 as we look at ways we can extend upon the opportunities and experiences we provide for children, while maintaining a positive, caring and safe environment as we have in 2017. We look forward to not only caring for your children once again, but welcoming new families to the OSHC family.

- Scott Norris, OSHC Director



# Human Resources

For Human Resources, 2017 was a year of recruitment. This was brought about by the need to respond to the growth of Blackmans Bay Childrens Services as well as a desire to keep the team fresh with the introduction of new ideas and perspectives.

In addition to educators and coordinators for new services, our Administration Centre has dealt with increasingly diverse challenges. The introduction of new team members to join an already exceptional team in that area has been exciting.

It has been especially pleasing to hear many candidates talk about BBCS as a desirable workplace choice because of our reputation as an employer, the opportunity to work with contemporary practices and because our size and diversity offers them opportunities for growth and advancement. Some new staff have made the move to Tasmania specifically to take up their role with BBCS.

It has been rewarding to see existing staff demonstrate growth that has positioned them as ideal candidates when coordinator positions have become available. To ensure this continues we introduced a Development Group to provide emerging leaders with development opportunities in 2017. Development Group 2.0 will continue in 2018 with a few tweaks.

We also introduced a Think Tank in 2017 – a group of employees who meet approximately once a month to generate and assess ideas in various areas of the organisation. The first focus was on environmental sustainability and the first couple of initiatives are currently being implemented.

Our structured appraisal process, the REDI program, continued in 2017 and was less of a shock to the team in its' second year. That extra comfort level led to many very positive and development focused discussions.

Towards the end of 2017, we introduced a staff mobility initiative. While continuity is important for the children in our care, and also can help promote healthy team dynamics, change also brings many advantages. With many children already moving rooms for the new year, staff were asked to nominate their preferred rooms and services for 2018. A number of very positive changes were made, and the diversity of experience should help those educators continue to develop their skills and share their knowledge.

Educator pay rates have been prominent in the news recently. While BBCS has always paid above award, we were conscious that the gap had closed over recent years. As a result, we decided late in 2017 (with the boards generous support) to have two pay rises over a six-month period. While we would like to see sector wide reform, we are proud to have been proactive in better rewarding our outstanding team. The support of the board in paying above award rates has been important to help us retain our people and also in attracting high calibre recruits.

Finally, 2017 was a year of continued cultural change. Having introduced the PEARLs (our values framework) the previous year, 2017 saw them become embedded in our DNA. This has happened because these values are much more than pretty words and good intentions – they define our behaviour and are the measure by which we all hold each other accountable. Because there is no rank when it comes to values and behavioural accountability, any member of our team can safely expect any other member of the team, regardless of position, to behave according to the PEARLs. As a result, our people are both accountable and empowered – and this flows through to the high standard of care they provide.

- Simon Thiessen, HR Manager



## Professional Development Overview

2017 was a very busy and adventurous year for Blackmans Bay Childrens Services. We completed a very successful vacation care camp which children and educators all gained valuable experience in patience, interpersonal skills and fun. The CEO and HR Manager were even brave enough to spend a night with the children—they may be called on next time.

Another highlight was Scott Norris and Lynne Rayner presenting at the Play Conference in Melbourne to a national audience of educators. This was a magnificent opportunity to showcase our journey into loose parts and play. We took 9 staff over to the conference, representing both OSHC and LDC.

Our partnership with Discovery ELC at Dominic developed into both Ocean View and Mountain View utilising their bush block at Lenah Valley. As a result, we facilitated a workshop on wellbeing and mental health for Dominic staff at a PD in June. Una Lalagavesi (Director of Dominic) delivered a PD on Aboriginal history in Tasmania for our educators. This was received very well by our educators and led us to make contact with Leprena in Moonah.

Mental Health First Aid was completed in April and are continuing our Gold status through MHFA Australia, This is something we should be very proud of.

In-service training at both Long Day Cares and Outside School Hours Care consisted of 'Resilience in Children', 'programming' sessions, 'development', child protection and the usual weekly meetings with directors and co-ordinators.

Accredited first aid was delivered in February and Lisa Ford, Clinical Psychologist, facilitated a session on 'Anxious Children' at Kingborough Civic Centre which some of our educators attended. Quite a few of our staff attended PD's offered by Malarkey on Play Cycle and Theory of Play.

Scott Nolan and Lynne Rayner were both deserving recipients of 'The Susan Nolan' scholarship. The scholarship provided study of a development course online through a Pop Up Playground RTO in USA. What is learned is being passed on to our educators.

To encourage and support staff to lead a healthy lifestyle, walks were offered to staff in their break or after work, fresh fruit platters were distributed to services and water coolers installed in both LDC centres.

Initial meetings were held with Kingborough Council and they are fascinated and supportive of our intention to create pop up playgrounds around the local area and to be instrumental in creating the first 'real' adventure playground in Kingborough. The possibilities for community engagement are endless.

- Lynne Rayner, Professional Development & Educational Mentor

# Recognition of Employee Service

We wish to take the opportunity to recognise the outstanding commitment to Blackmans Bay Childrens Services to the following employees:

*20* celebrating

Lindy Davis  
Shirley Kelly

*15* celebrating  
*years*

Jane Powell  
Tracey Beech  
Kristy Bowerman  
Hayley Jones

*10* celebrating  
*years*

Liz Bellani  
Kate Edmonds  
Rebecca Goodluck  
Jill Hind  
Shirley Manning  
Cherie Slot  
Rebecca Weicks

*5* celebrating  
*years*

Alma Bartle  
Annalise Bradshaw  
Alicia Clarke  
Nickita Direen  
Mandy Direen  
Kirsten Green  
Lyn Johnson  
Anita Kerrison  
Annabelle Knott

Zac McKeown  
Kaitlyn Mulder  
Max Niepce  
Scott Norris  
Esther Patterson  
Angela Smith  
Cheryl Stalker  
Brooke Strong  
Theresa Styles



## Our PEARLS

Blackmans Bay Childrens Services wish to thank our staff for exhibiting the following professional behaviors in all dealings with staff, children and families.

Commitment to quality is achieved by all staff adopting the following organisational values:

<b>Professional</b>	<ul style="list-style-type: none"> <li>Commitment to do your job to the best of your ability all of the time</li> <li>Accepting the organisational structure and lines of authority</li> <li>Commit to gaining further skills and knowledge</li> </ul>
<b>Ethical</b>	<ul style="list-style-type: none"> <li>Take the whole situation into account, not just one perspective</li> </ul>
<b>Accountable</b>	<ul style="list-style-type: none"> <li>Take responsibility and be accountable for your own actions</li> </ul>
<b>Respectful</b>	<ul style="list-style-type: none"> <li>Active listening</li> <li>Being confidential</li> <li>Awareness of ones own values</li> <li>Respecting others</li> <li>Accepting of differences</li> </ul>
<b>Lawful</b>	<ul style="list-style-type: none"> <li>Know, understand and follow:               <ul style="list-style-type: none"> <li>National Quality Framework</li> <li>Education and Care Services National Regulations</li> <li>Policies and Procedures</li> <li>Child Protection Procedures</li> <li>Code of Professional Conduct</li> <li>UN Conventions on the Rights of the Child</li> </ul> </li> </ul>





**Blackmans Bay Childrens Services**

# Blackmans Bay Childrens Services

## Inc

### Financial Report

For the Year Ended 31 December 2017

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# Blackmans Bay Childrens Services Inc

Board of Management's Report

31 December 2017

Your Board of Management submit the financial report of the Association for the financial year ended 31 December 2017.

## 1. General information

### Principal Activities

The principal activities of the Association during the financial year were to:

- provide day time care to children at the day care centre; and
- provide before and after school care to students of various surrounding primary schools.

### Significant Changes

No significant change in the nature of these activities occurred during the year.

## 2. Operating Results and Review of Operations for the Year

### Operating result

The surplus/(deficit) of the Association for the financial year amounted to \$213,250 (2016: \$ 228,288).

Signed in accordance with a resolution of the Members of the Board:

Board member:  .....

Board member:  .....

Dated this 21<sup>st</sup> day of March 2018.

# Blackmans Bay Childrens Services Inc

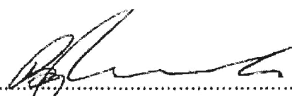
## Board of Management Declaration

The Board of Management declare that in the Board's opinion

- there are reasonable grounds to believe that the Blackmans Bay Childrens Services is able to pay all of its debts, as and when they become due and payable; and
- the financial statements and notes satisfy the requirements of the *Australian Charities and Not-for-profits Commission Act 2012 (Cth)*.

Signed in accordance with subsection 60.15(2) of the *Australian Charities and Not-for-profit Commission Regulation 2013*.

Signed in accordance with a resolution of the Board of Management:

Board member ..... 

Board member ..... 

Dated this 21<sup>st</sup> day of March 2018.

# Blackmans Bay Childrens Services Inc

## Statement of Comprehensive Income

For the Year Ended 31 December 2017

	2017	2016
	\$	\$
<b>Income</b>		
Childcare assistance	2,014,332	1,815,191
Fees	2,025,550	1,918,464
Grants	64,897	66,164
Inclusion support services	51,790	78,920
Dividend, distribution and interest income	176,742	120,280
Other income	93,956	67,169
Rental income	11,194	-
<b>Total income</b>	<b>4,438,461</b>	<b>4,066,188</b>
<b>Less: Expenses</b>		
Accounting and audit fees	17,535	11,864
Advertising	9,386	9,828
Bad debts	22,364	-
Bank charges	32,088	8,287
Board expenses	11,943	34,945
Children excursions	19,672	21,303
Cleaning	102,622	103,966
Consulting fees	33,973	-
Depreciation	71,993	76,826
Electricity and water	18,885	16,914
Employee benefits	3,239,103	3,038,961
Equipment	19,341	14,511
Family Day Care	62,784	22,132
Food	61,236	58,718
Gardening	31,429	38,886
Grant Oceanview shade sail	18,182	-
Human resource services	64,652	48,140
Insurance	72,883	71,190
Information technology expenses	65,884	43,067
Motor vehicle expenses	21,311	19,405
Photocopying	13,562	12,279
Rent	32,878	25,277
Repairs and maintenance	72,370	28,654
Staff costs	36,561	49,878
Sundry expenses	47,318	57,953
Telephone	12,868	15,012
Toys and equipment	12,388	9,904
<b>Total Expenses</b>	<b>4,225,211</b>	<b>3,837,900</b>
<b>Net surplus/(deficit) for the year</b>	<b>213,250</b>	<b>228,288</b>
Other comprehensive income	-	-
<b>Total comprehensive income</b>	<b>213,250</b>	<b>228,288</b>

The accompanying notes form part of these financial statements.

# Blackmans Bay Childrens Services Inc

## Statement of Financial Position

As At 31 December 2017

	Note	2017 \$	2016 \$
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	2	105,850	814,856
Trade and other receivables	3	367,494	285,828
Other financial assets		2,507,796	2,284,170
<b>TOTAL CURRENT ASSETS</b>		<u>2,981,140</u>	<u>3,384,854</u>
<b>NON-CURRENT ASSETS</b>			
Property, plant and equipment	4	2,304,740	1,435,379
<b>TOTAL NON-CURRENT ASSETS</b>		<u>2,304,740</u>	<u>1,435,379</u>
<b>TOTAL ASSETS</b>		<u>5,285,880</u>	<u>4,820,233</u>
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
Trade and other payables	5	212,287	90,045
Employee benefits	6	412,418	320,549
<b>TOTAL CURRENT LIABILITIES</b>		<u>624,705</u>	<u>410,594</u>
<b>NON-CURRENT LIABILITIES</b>			
Employee benefits	6	68,652	30,366
<b>TOTAL NON-CURRENT LIABILITIES</b>		<u>68,652</u>	<u>30,366</u>
<b>TOTAL LIABILITIES</b>		<u>693,357</u>	<u>440,960</u>
<b>NET ASSETS</b>		<u>4,592,523</u>	<u>4,379,273</u>
<b>EQUITY</b>			
Accumulated surpluses		4,592,523	4,379,273
<b>TOTAL EQUITY</b>		<u>4,592,523</u>	<u>4,379,273</u>

The accompanying notes form part of these financial statements.

# Blackmans Bay Childrens Services Inc

## Statement of Changes in Equity

For the Year Ended 31 December 2017

2017

	<b>Accumulated Surpluses</b>	<b>Total</b>
	<b>\$</b>	<b>\$</b>
<b>Balance at 1 January 2017</b>	4,379,273	4,379,273
Net surplus/(deficit) for the year	213,250	213,250
<b>Balance at 31 December 2017</b>	<u>4,592,523</u>	<u>4,592,523</u>

2016

	<b>Accumulated Surpluses</b>	<b>Total</b>
	<b>\$</b>	<b>\$</b>
<b>Balance at 1 January 2016</b>	4,150,985	4,150,985
Net surplus/(deficit) for the year	228,288	228,288
<b>Balance at 31 December 2016</b>	<u>4,379,273</u>	<u>4,379,273</u>

This statement should be read in conjunction with the accompanying notes



# Blackmans Bay Childrens Services Inc

## Statement of Cash Flows

For the Year Ended 31 December 2017

	2017	2016
Note	\$	\$
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>		
Receipts from customers	4,152,767	3,820,634
Receipts from grants	64,897	62,964
Interest received	37,788	25,683
Investment income	-	98,493
Payments to suppliers & employees	(3,976,174)	(3,754,190)
Interest paid	(8,708)	(8,376)
Net cash provided by operating activities	10 <u>270,570</u>	<u>245,208</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>		
Payments for property, plant & equipment	(941,354)	(56,221)
Net proceeds from investments	(165,415)	(120,495)
Investment income	127,193	-
Net cash used by investing activities	<u>(979,576)</u>	<u>(176,716)</u>
Net increase/(decrease) in cash and cash equivalents held	(709,006)	68,492
Cash and cash equivalents at beginning of year	814,856	746,364
Cash and cash equivalents at end of financial year	2 <u>105,850</u>	<u>814,856</u>

The accompanying notes form part of these financial statements.

# Blackmans Bay Childrens Services Inc

## Notes to the Financial Statements

For the Year Ended 31 December 2017

### 1 Summary of Significant Accounting Policies

This financial report covers Blackmans Bay Childrens Services as an individual entity incorporated in Tasmania.

#### (a) Basis of Preparation

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the *Australian Charities and Not-for-profits Commission Act 2012 (Cth)*. The Board has determined that the Association is a not-for-profit entity for financial reporting purposes.

The financial statements have been prepared in accordance with the minimum requirements of the *Australian Charities and Not-for-profits Commission Act 2012 (Cth)* and therefore comply with the following Australian Accounting Standards as issued by the Australian Accounting Standards Board.

AASB 101 Presentation of Financial Statements;

AASB 107 Statement of Cash Flows;

AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors;

AASB 1048 Interpretation of Standards; and

AASB 1054 Australian Additional Disclosures.

No other Accounting Standards have been intentionally applied in the compilation of this financial report.

The financial report, except for the cash flow information, have been prepared on an accruals basis and are based on historic costs and do not take into account changing money values or, except where specifically stated, current valuations of non-current assets. The amounts presented within the financial statements have been rounded to the nearest dollar.

#### (b) Comparative Figures

Where appropriate, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

#### (c) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments.

The Association has a bank facility of \$400,000 which is currently unused.

#### (d) Property, Plant and Equipment

Property, plant and equipment are carried at cost. All assets, excluding freehold land, are depreciated over their useful lives to the Association.

# Blackmans Bay Childrens Services Inc

## Notes to the Financial Statements

For the Year Ended 31 December 2017

### 1 Summary of Significant Accounting Policies

#### (d) Property, Plant and Equipment

The depreciable amount of all property, plant and equipment is depreciated over the useful lives of the assets to the Association commencing from the time the asset is held ready for use.

The depreciation rates used for each class of depreciable assets are:

##### **Class of Fixed Asset**

Buildings	2 - 10%
Plant and Equipment	5 - 50%
Motor Vehicles	25%
Computers	20%

#### (e) Financial Assets

The portfolio held by the Association is classified as an other financial asset within the statement of financial position. The portfolio is made up of a number of investment categories. It has been deemed appropriate to treat the portfolio as an individual balance due to the management of the investment portfolio.

Financial investments are measured at their fair value reflected by the closing bid price reported. Movements in the value of investments are recognised directly through the statement of comprehensive income.

#### (f) Employee Benefits

Provision is made for the Association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits have been measured at the amounts expected to be paid when the liability is settled.

Contributions made by the association to an employee superannuation fund are charged as expenses when incurred.

#### (g) Trade and other payables

Trade and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the Association during the reporting period which remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

#### (h) Income Tax

No provision for income tax has been raised as the Association is exempt from income tax under Div 50 of the *Income Tax Assessment Act 1997*.

# Blackmans Bay Childrens Services Inc

## Notes to the Financial Statements

For the Year Ended 31 December 2017

### 1 Summary of Significant Accounting Policies

#### (i) Revenue and Other Income

Revenue is measured at the fair value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

Interest revenue is recognised as received.

Child care fees are recognised over the period to which the fees relate.

Donation income is recognised when the Association obtains control over the funds which is generally at the time of receipt.

Grant income is recognised when expensed in accordance with the terms of the funding agreement.

All revenue is stated net of the amount of goods and services tax (GST).

#### (j) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the statement of financial position are shown inclusive of GST.

#### (k) Critical Accounting Estimates and Judgments

The Board of Management evaluate estimates and judgments incorporated into the financial statements based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within the Association. These estimates and judgements are based on the best information available at the time of preparing the financial statements, however as additional information is known then the actual results may differ from the estimates.

# Blackmans Bay Childrens Services Inc

## Notes to the Financial Statements

For the Year Ended 31 December 2017

### 2 Cash and Cash Equivalents

	2017	2016
	\$	\$
Cash on hand	200	200
Cash at bank	85,436	248,187
Short-term bank deposits	20,214	566,469
	<u>105,850</u>	<u>814,856</u>

### 3 Trade and Other Receivables

	2017	2016
	\$	\$
Trade receivables	283,685	247,217
Provision for doubtful debt	(32,936)	(19,850)
GST receivable	60,502	12,287
Childcare rebate receivables	56,243	46,174
	<u>367,494</u>	<u>285,828</u>

# Blackmans Bay Childrens Services Inc

## Notes to the Financial Statements

For the Year Ended 31 December 2017

### 4 Property, Plant and Equipment

	2017	2016
	\$	\$
LAND AND BUILDINGS		
Land		
At cost	250,000	80,000
Total land	<u>250,000</u>	<u>80,000</u>
Buildings		
At cost	2,679,452	1,958,474
Accumulated depreciation	(711,815)	(662,681)
Total buildings	<u>1,967,637</u>	<u>1,295,793</u>
Total land and buildings	<u>2,217,637</u>	<u>1,375,793</u>
PLANT AND EQUIPMENT		
Plant and equipment		
At cost	284,222	242,784
Accumulated depreciation	(205,545)	(200,408)
Total plant and equipment	<u>78,677</u>	<u>42,376</u>
Motor vehicles		
At cost	39,756	37,656
Accumulated depreciation	(34,020)	(33,309)
Total motor vehicles	<u>5,736</u>	<u>4,347</u>
Computer		
At cost	38,788	31,949
Accumulated depreciation	(36,098)	(19,086)
Total computer	<u>2,690</u>	<u>12,863</u>
Total plant and equipment	<u>87,103</u>	<u>59,586</u>
Total property, plant and equipment	<u>2,304,740</u>	<u>1,435,379</u>

### 5 Trade and Other Payables

	2017	2016
	\$	\$
Trade payables	73,187	-
Accrued expenses	61,057	45,717
Payroll liability	74,589	34,328
Family Day Care Carer Assistance Loan Scheme	3,454	-
Government contracts in advance	-	10,000
	<u>212,287</u>	<u>90,045</u>

# Blackmans Bay Childrens Services Inc

## Notes to the Financial Statements

For the Year Ended 31 December 2017

### 6 Employee Benefits

	2017	2016
	\$	\$
CURRENT		
Annual leave	238,657	194,752
Long service leave	173,761	125,797
	<u>412,418</u>	<u>320,549</u>
NON-CURRENT		
Long service leave	68,652	30,366
	<u>68,652</u>	<u>30,366</u>

### 7 Leasing Commitments

#### (a) Operating Lease Commitments

Non-cancellable operating leases contracted for but not capitalised in the financial statements:

Payable - minimum lease payments:

- not later than 12 months	-	-
- between 12 months and 5 years	-	-

### 8 Auditors' Remuneration

	2017	2016
	\$	\$
Remuneration of the auditor of the Association, Crowe Horwath Tasmania, for:		
- auditing the financial statements, including assistance with the compilation of the financial statements	6,950	-
- other services	625	-
	<u>7,575</u>	<u>-</u>
Remuneration of the auditor of the Association, WLF, for:		
- auditing the financial statements, including assistance with the compilation of the financial statements and accounting assistance	-	11,864
	<u>-</u>	<u>11,864</u>

# Blackmans Bay Childrens Services Inc

## Notes to the Financial Statements

For the Year Ended 31 December 2017

### 9 Contingent Liabilities and Contingent Assets

There are no contingent liabilities or contingent assets as at reporting date to be disclosed.

### 10 Cash Flow Information

#### (a) Reconciliation of result for the year to cashflows from operating activities

Reconciliation of net income to net cash provided by operating activities:

	2017	2016
	\$	\$
Net surplus/(deficit) for the year	213,250	228,288
Cash flows excluded from profit attributable to operating activities		
- depreciation	71,993	76,826
- unrealised gain on investments	(58,211)	(59,399)
- net income/(expenses) on investments	(127,193)	-
Changes in assets and liabilities:		
- (increase)/decrease in trade and other receivables	(81,027)	3,738
- increase/(decrease) in trade and other payables	121,604	(4,061)
- increase/(decrease) in employee benefits	130,154	(184)
Cashflows from operations	<u>270,570</u>	<u>245,208</u>

### 11 Events After the End of the Reporting Period

There are no events after the statement of financial position date affecting these financial statements to be disclosed.

### 12 Association Details

The registered office of the Association is:  
Blackmans Bay Childrens Services Inc  
1 Diamond Drive  
BLACKMANS BAY TAS 7052



## Blackmans Bay Childrens Services Inc

### Auditors Independence Declaration under Section 60-40 of the Australian Charities and Not-for-profits Commission Act 2012 (Cth)

I declare that, to the best of my knowledge and belief, during the year ended 31 December 2017 there have been

- (i) No contraventions of the auditor independence requirements as set out in the *Australian Charities and Not-for-profits Commission Act 2012 (Cth)* in relation to the audit; and
- (ii) no contraventions of any applicable code of professional conduct in relation to the audit.



Crowe Horwath Tasmania



Alison Flakemore  
Audit Partner

Dated this 19<sup>th</sup> day of March 2018.  
Hobart, Tasmania.

# Blackmans Bay Childrens Services Inc

## Independent Audit Report to the members of Blackmans Bay Childrens Services Inc

### Opinion

We have audited the financial report of Blackmans Bay Childrens Services (the Association), which comprises the statement of financial position as at 31 December 2017, the statement of comprehensive income, the statement of changes in equity and the statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the Board of Management's Declaration.

In our opinion, the accompanying financial report of the Association has been prepared in accordance with Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012 (Cth)*, including:

- giving a true and fair view of the Association's financial position as at 31 December 2017 and of its financial performance and cash flows for the year then ended; and
- complying with Australian Accounting Standards to the extent described in Note 1 to the financial statements, and Division 60 the *Australian Charities and Not-for-profits Commission Regulation 2013*.

### Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Association in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Emphasis of Matter – Basis of Accounting

We draw attention to Note 1 to the financial statements, which describes the basis of accounting. The financial report has been prepared to assist Blackmans Bay Childrens Services to meet the requirements of the *Australian Charities and Not-for-profits Commission Act 2012 (Cth)*. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

### Other Information

The Board of Management are responsible for the other information. The other information comprises the Board of Management's Report the year ended 31 December 2017, but does not include the financial report and our auditor's report thereon.

Our opinion on the financial report does not cover the other information and accordingly we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or our knowledge obtained in the audit or otherwise appears to be materially misstated.

## Blackmans Bay Childrens Services Inc

### Independent Audit Report to the members of Blackmans Bay Childrens Services Inc

If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

#### Responsibilities of the Board of Management for the Financial Report

The Board of Management is responsible for the preparation and fair presentation of the financial report in accordance with the financial reporting requirements of the applicable legislation and for such internal control as the Board determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Board of Management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the Board of Management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so. Those charged with governance are responsible for overseeing the Association's financial reporting process.

#### Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

A further description of our responsibilities for the audit of the financial report is located at the Auditing and Assurance Standards Board website at: [http://www.auasb.gov.au/auditors\\_files/ar3.pdf](http://www.auasb.gov.au/auditors_files/ar3.pdf). This description forms part of our auditor's report.

  
Crowe Horwath Tasmania

  
Alison Flakemore  
Audit Partner

Dated this 22nd day of March 2018.  
Hobart, Tasmania.



**Blackmans Bay Childrens Services**